



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 15, 2023

REGIONAL MEMORANDUM

No. **1403** s.2023

**DEADLINE FOR THE SUBMISSION OF THE SIGNED PAYROLLS ON THE
RELEASE OF THE SERVICE RECOGNITION INCENTIVE (SRI)**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. This Office, through the Finance Division, hereby directs all Districts and Schools Division Offices (SDO) to comply with the following relative to the release of the CY 2023 Service Recognition Incentives (SRI):

- a. the SRI is taxable;
- b. the deadline for the submission of the signed payrolls from the districts to the SDOs shall be on December 27, 2023;
- c. release of the incentive after the deadline shall be done at the respective SDOs to ensure timely liquidation of the cash advances by the end of the year.

2. Immediate dissemination of this memorandum is desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

BENEFITS

INCENTIVES

PAYROLL

FD-GJF

